

MONROE COUNTY

JOB DESCRIPTION

Position Title: CASE COORDINATOR I		Date: 06/23/04
Position Level: 7	FLSA Status: NON-EXEMPT	Class Code: 7-7

GENERAL DESCRIPTION

This is responsible professional work with the circuit Guardian add Litem (GAL) Program, coordinating the advocacy of the best interest of abused, neglected and abandoned children, children involved in court proceedings court proceedings and children who are victims of or witnesses to criminal acts. Has extensive contact with the Department of Children and Families, local law enforcement agencies, the Office of the State Attorney, schools, teachers, doctors, attorneys, psychologists, psychiatrists, social workers, and a variety of other social service agencies and professionals.

KEY RESPONSIBILITIES

1. Attends court hearings, depositions, case plan conferences, dependency mediations, staffings, and meetings with the Department of Children and Families, Department of Juvenile Justice and department of Juvenile Justice and other agencies.*
2. Assigns tasks, supervises and coordinates case work, encourages and motivates volunteers to expedite case work and promotes timely permanency objectives.
3. Must exercise discretion inn dealing with confidential and extremely sensitive issues before the court.*
4. Work is performed under stressful conditions and involves contact with individuals involved.
5. Communicates with people from culturally and economically diverse backgrounds, and people involved in emotionally distressing situations.
6. Ability to supervise and coordinate case work activities of volunteers.*
7. Ability to encourage and motivate volunteers.
8. Gathers and maintains proper documentation on case activity and to assist in the preparation of detailed court reports recommending a course of action for children.*
9. Tactfully communicates with individuals involved in litigation and stressful situations.
10. Work requires flexible hours (outside normal business hours).
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* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Sociology, Social Work, Psychology, Child Development, Education, Communications, or a related Social Science
<i>Experience:</i>	One year of experience in a program of social service, counseling, teaching, or supervising volunteers.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and required the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Normal office situation. Work environment involves only infrequent exposure to disagreeable elements. Work is performed under stressful conditions and extremely sensitive issues before the court.
<i>Other:</i>	Must have knowledge of Florida Statutes relating to child protection. Knowledge of the principles and dynamics of child development. Knowledge of the issues and dynamics of child abuse and neglect, domestic violence, and the effects of a dissolution of marriage on children. Knowledge of social services available to children. Knowledge of the operations of the Florida State Courts System and the Guardian ad Litem program.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

